



Michigan Department of Education Office of Special Education & Early Intervention Services

## TEMPORARY APPROVAL FOR TEACHER POSITIONS

### Policy & Criteria

#### POLICY

1. Temporary approval is granted to a requesting LEA/PSA/ISD/State Agency for a time period of not more than one school year.
2. Temporary approvals are requested only when the teacher is employed in the category for which the request is intended.
3. Temporary approval is granted retroactively to the beginning of the school year in which the request was received by the Michigan Department of Education or the date of employment in the position for which temporary approval was requested, whichever is later. The expiration date occurs at the end of the school year for which it has been granted.
4. A request for approval must be received by the Michigan Department of Education during the school year (July 1 to June 30) in which the effective date applies. Approval requests received after June 30 of the applicable school year will not be processed.
5. Temporary approval is not transferable from one school district to the next.
6. Temporary approval is not granted to teachers in private schools and other agencies not included in the definition of special education programs and services in the school code of 1976, section 380.6(7).
7. Temporary approval for special education teaching positions for other state departments such as the Michigan Family Independence Agency, Michigan Department of Community Health, Department of Mental health, and the Department of Corrections are granted without posting due to Civil Service policies.
8. A fee of \$50.00 will be charged to the applicant for all temporary approvals in teaching positions, pursuant to Act No. 339, Public Acts of 1988. The temporary approval will be conditionally approved pending payment of the fee.

#### CRITERIA

1. The candidate must hold a valid Michigan teaching certificate.
2. The employing Superintendent must certify that the district conducted a search for fully qualified personnel and that no certified teacher, holding full approval or endorsement for the position, was available at the time of the assignment.
3. The candidate must get accepted into the appropriate Michigan university/college program of training matching the category of assignment. **Acceptance into the program of training must be accomplished prior to the candidate signing the approval request form.** This candidate must complete 6 semester or 9 term hours of credit toward full approval between September 1 and August 31 of each school year, to receive continuing temporary approval for the following school year.

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**PROCEDURES**

**The employer (LEA/ISD/State Agency-Facility) must:**

1. Initiate the request by completing the Temporary/Emergency Teacher approval request form. The following information **MUST** be completed:
  - Candidate and Assignment information (ISD will complete code numbers)
  - Questions 1,2 and 6 on Teacher Request Form (Attach documentation)
2. Forward all information to ISD; retain a copy for your records.

**The ISD will:**

1. Determine if the request is accurate and complete.
2. Forward a copy of the request form and all attachments to the university/college.

**The University/College will:**

1. Indicate whether or not the candidate is currently enrolled in a program working toward the appropriate endorsement.
2. Complete the Program Verification form (PV), retain a copy (and all other information sent by the ISD) and send a copy of the PV form to the ISD.

**The ISD will:**

1. Review form PV.
2. Complete question 3 on request form.
3. Submit request electronically to MDE-OSE/EIS.
4. Print off first billing letter that is automatically generated after submission.

**MDE-OSE/EIS will:**

1. Send the second billing letter to ISD, if necessary. See Policy item #8.

**The ISD will:**

1. Distribute a copy of the second billing letter to the local school district if one is sent.

**The employer (LEA/PSA/ISD/State Agency-Facility) must:**

1. Distribute a copy of the billing letter(s) to the candidate

**The ISD will:**

1. Print off Approval letter from the online approvals system once the bill is paid.
2. Distribute a copy of the approval letter to the employer.

**The employer (LEA/PSA/ISD/State Agency-Facility) must:**

1. Distribute a copy to the candidate.